

Graduate Studies

Centenary College of Louisiana

1981-83

Shreveport, Louisiana 71104

Established 1825

Graduate Bulletin

1981-83

The provisions of this bulletin do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the College. The College reserves the right to change any provision or requirement, including fees, at any time with or without notice. The College also reserves the right to require a student to withdraw from the College for cause at any time.

Failure to read this bulletin does not excuse students from the requirements and regulations. Centenary College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for College compliance with Section 504 of the Rehabilitation Act of 1973 is Mr. Jessie Outlaw.

Centenary College offers admission without regard to color, race, sex, or religion; and follows the guidelines for records established by the Family Educational Rights and Privacy Act (1974).

Centenary College is an equal opportunity institution.

CENTENARY COLLEGE OF LOUISIANA

Established 1825

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The John F. Magale Memorial Library Tower

GENERAL INFORMATION

HISTORY AND LOCATION

Centenary College is a liberal arts institution which provides superior education for students capable of intellectual leadership and for those who can benefit from study in an academic community where excellence is encouraged and individuality is respected. Such a community is fostered by the residential nature of the campus, an important factor in the development of the Centenary educational experience.

As an institution of The United Methodist Church, Centenary College believes that knowledge and religious faith have to be linked if one is to enhance the meaning of the other. The College strives to challenge its students to serve society by exemplifying the highest Christian ethic. Our educational philosophy is thus supported by and founded on a Judeo-Christian heritage which emphasizes the wholeness of human life, the interrelatedness of knowledge, and the dignity of man.

Established in 1825 as the College of Louisiana, in Jackson, the school merged in 1848 with Centenary College, which had been founded six years earlier by the Methodist Church in Clinton, Mississippi. In 1908, accepting a generous offer of land and support from the Atkins family and a group of friends, the College moved to Shreveport.

Centenary College is fully accredited by the recognized regional and national agencies and is approved by the University Senate of The United Methodist Church. Centenary is accredited by the Southern Association of Colleges and Schools.¹

CAMPUS AND FACILITIES

The academic heart of the College is the Magale Library, which at present houses over 139,000 volumes as well as a large collection of periodicals, music and dramatic recordings, microfilm materials, and nearly 1,000 paintings and objets d'art. Cooperative arrangements with the Green Gold Library System (serving northwest Louisiana), the Southern College University Union (centered at Vanderbilt University), and the AMIGOS System give access to books and periodicals that are not available on the campus. The library maintains the ERIC materials. With the exception of the archives and rare books, the library maintains open shelves. During the academic year, the Magale Library is open from 8:00 a.m. until 11:00 p.m., Monday through Thursday, from 8:00 a.m. to 4:30 p.m., Friday, from 1:00 p.m. to 5:00 p.m. on Saturday, and from 2:00 p.m. to 10:00 p.m. on Sunday. Holiday schedules are announced.

The golden geodesic dome is the physical education facility of the College. The Crumley Memorial Gardens, a gift of Mr. and Mrs. Howard Crumley in memory of their son, enhance the beauty of the campus, especially during azalea season. The land for the Centenary campus was donated by the Atkins family and a group of their friends.

¹Also, the College maintains membership in the American Association of Colleges for Teacher Education, the American Association of Collegiate Registrars and Admissions Officers, the American Association of University Women, the Conference of Louisiana Colleges and Universities, the Council for Advancement and Support of Education, the Institute of International Education, the Louisiana Academy of Science, the National Association of Schools and Colleges of The United Methodist Church, the National Association of Schools of Music, and the Southern College University Union, Inc. The undergraduate program in chemistry is approved by the American Chemical Society.

There are many distinctive buildings on campus. Brown Memorial Chapel, the gift of Paul M. Brown (Chairman Emeritus of the Board of Trustees) and Colonel S. Perry Brown (a Life Member of the Board) in memory of their parents, will seat the entire student body and faculty in their present numbers.

The Marjorie Lyons Playhouse, gift of Trustee Charlton H. Lyons, Sr., and his family, is one of the most beautiful and well-equipped college theatres in the country and the home of the Rivertowne Players, the College drama group. The Ed E. Hurley Memorial Music Building, a gift of Mrs. Gladys Hurley (another Life Member of the Board of Trustees) in memory of her late husband, houses the Centenary College Hurley School of Music and provides soundproof studios and practice rooms, a recording studio, a music library, and a spacious recital hall. The Dean R. E. Smith Building, a gift of the Louisiana Conference of the United Methodist Church, has classrooms, meeting rooms, and faculty offices and contains the Nellie P. Kilpatrick Auditorium, named in memory of an Honored Trustee of Centenary College by Act of the Board of Trustees. The Mickle Hall of Science houses all the science departments, the departments of mathematics and education, as well as the Computing Center (with a Burroughs 1905 computer system), and the rehearsal hall and studio of the Centenary College Choir, an internationally famous singing group. The Centenary Choir rehearsal hall and studio were furnished through the generosity of Mrs. G. M. Anderson, a trustee of the College, and the late Mr. Anderson. Jackson Hall, named to commemorate the original site of the College, houses the humanities departments.

Administrative offices are located in Hamilton Hall, a gift of Mr. and Mrs. D. P. Hamilton. Mrs. Hamilton was a trustee of the College and a member of the first graduating class in Shreveport. The Meadows Museum of Art, a gift of Algur H. Meadows, an alumnus, houses the Jean Despujols Collection of Indochinese Art.

GRADUATE PROGRAM

PURPOSE

The Graduate Program was established to provide superior professional training for capable students. The Graduate Faculty is composed of professors with outstanding academic credentials as well as expertise and experience in the non-academic sector. Because graduate enrollment is purposely selective and limited, these professors work closely with individual students.

The graduate student assumes great responsibility in all course work and should recognize the importance of improving professional competencies through scholarly research and the true mastering of subject matter as opposed to merely passing courses. The student must be aware of the necessity of continued study in order to remain informed and proficient in his special field.

ADMINISTRATION

The dean of the College is the administrative officer responsible for the graduate programs. The dean and the Graduate Council are charged with the general administration of the programs.

The Graduate Council is composed of the following: the dean of the College, the dean of the School of Business, the chairman of the Education Department, the registrar, the vice chairman of the Educational Policy Committee, the chairman of the Personnel and Economic Policy Committee, and two faculty members-at-large, nominated by the Faculty Organization Committee, approved by the

president, and formally accepted by the faculty. The members-at-large will serve staggered terms of two years.

It is desirable for all three academic divisions to be represented among the chairmen of faculty committees and the members-at-large. It is from these members the Council selects its chairman for the year.

The Graduate Council is responsible for the criteria for admission to graduate programs and satisfactory progress toward degrees, and for policies pertaining to personnel, curricula, degree requirements, and finances. Proposals relating to any of these areas may originate with the dean, members of the Council, or any faculty or administrative officer of the College and should be sent to the dean and the chairman of the Graduate Council. Proposals for new graduate programs come to the Graduate Council with majority approval from the department seeking the program. The Graduate Council submits its recommendations to the faculty for approval. Graduate academic appeals are made to the Graduate Council.

The Faculty Personnel and Economic Policy Committee and the Graduate Council cooperate in interviewing and recommending new faculty members and in recommendations for promotion and tenure.

The Graduate Council receives from each faculty member teaching graduate courses a report yearly in which the Council is apprised of the professor's professional activities relating to graduate program responsibilities, including research and publications.

DEGREES

Centenary awards two graduate degrees: the Master of Business Administration and the Master of Education (awarded in Elementary Education, Elementary School Administration, Secondary School Administration, and Supervisor of Instruction).

ADMISSIONS

Admission to the Graduate School is under the supervision of the director of admissions. All correspondence concerning admission should be sent to the Admissions Office, Centenary College, P. O. Box 4188, Shreveport, Louisiana 71104, telephone (318) 869-5131.

Regular Admission

No student will be considered for regular admission until all of the following are received and evaluated:

1. Completed application form with a \$20 non-refundable application fee.
2. Complete official transcript of work completed at each college or university attended.
3. Results of the Graduate Record Examination Aptitude Test. National Teacher Examination Test, or Miller Analogies Test and a copy of teaching certificate for Graduate Study in Education; and results of the Graduate Management Aptitude Test for Graduate Study in Business. The test must have been taken within five years of the date of admission to Graduate School, or within the first twelve hours of graduate work.
4. Students not proficient in English must score 550 on the TOEFL before being admitted to the Graduate Program.
5. Admission to a graduate program does not imply admission to candidacy for a graduate degree.

Special Admission

Outstanding graduating seniors in the undergraduate program at Centenary may, with permission of the dean and the chairman or dean of the appropriate department, be admitted to a maximum of six hours of graduate course work. Should the student fail to graduate (and certify if in education) at the close of the semester, credit for the graduate level work will be denied.

Conditional Status

An applicant who does not meet the requirements of a regular graduate student may be granted conditional status by the dean or chairman of the appropriate department.

Removal of Conditional Status

The removal of conditional status and continuance in the graduate program are determined by completion of admission procedures and the quality point average achieved by the student at the close of the semester or summer session during which he completes his first twelve semester hours of graduate work. Regular status is granted automatically to the student if, at this time, his cumulative grade point average on graduate work is 3.0 or better, and including no more than two courses with a grade of "C" or lower. A student on conditional status who fails to qualify for regular status upon completing twelve semester hours of work may not later be admitted to candidacy for a degree.

Non-Degree Status

Any person who has earned a bachelor's or master's degree from a regionally accredited college or university and wishes to take a course or courses but is not interested in pursuing another degree must submit the following:

1. Completed application form with a \$20.00 non-refundable application fee.
2. Photostatic copy of last degree earned.

NOTE: All completed courses taken while one is classified as a non-degree or post-master's student may apply toward a degree at a later time, if all other admissions requirements have been fulfilled. This credit must have been earned within six years of the completion of the degree.

ADMISSION OF TRANSFER STUDENTS

An applicant who has attended another graduate school and has earned at least a 3.0 average on all graduate work is eligible to apply for admission to the Graduate Program at Centenary. The transfer student must also meet all admission requirements listed under the regular admission section; furthermore, he must be eligible for re-admission to the college from which he has transferred.

An applicant who has attended another graduate school and whose average on all graduate work is below 3.0 but not lower than 2.5, may be eligible for conditional admission to the Centenary Graduate Program by action of the Graduate Council.

An applicant with a grade of "I" from another school will be denied admission to the Centenary Graduate Program.

TRANSFER OF CREDIT

In individual cases, a student, with the approval of the dean or chairman of the appropriate department, may transfer a maximum of six semester hours of graduate credit earned in an accredited college or university with the following provisions:

The grade in each course accepted must be "B" or better.

Each course must be acceptable to the pattern of student's degree program at Centenary College.

The work considered for transfer must have been completed before the student registers in the graduate program.

The credit must have been earned within five years or less previous to the student's acceptance into a graduate program.

No graduate credit will be allowed for work done by correspondence study.

RE-ADMISSION

Graduate students whose study is not continuous in the Centenary College Graduate Program must apply for re-admission to the Graduate Program. The application for re-admission is made to the Admissions Office.

FINANCIAL INFORMATION*

Application Fee

A one-time non-refundable application fee of \$20.00 will be assessed each person making first-time application for graduate admission to Centenary College of Louisiana.

Tuition

1. \$40.00 per semester hour of credit course work for the first three hours and \$35.00 per semester hour of course work after the first three hours each semester at the graduate level.
2. Students may enroll at the graduate rate for undergraduate courses to correct entrance deficiencies as described below.
 - A. Students in the Master of Education program may enroll at the graduate rate for undergraduate courses to correct entrance deficiencies provided they are enrolled in both graduate and undergraduate courses and hold a bachelor's degree. This may be done during the first two semesters of enrollment and may not amount to more than twelve hours.
 - B. Students in the Master of Business Administration program who hold a bachelor's degree may correct entrance deficiencies for undergraduate work at the graduate fee on recommendation of the department and dean.
3. Graduating seniors who are approved for taking a maximum of six hours of graduate course work, in addition to their undergraduate program will pay the regular undergraduate costs for full- or part-time undergraduate course work.

Auditing Fee

Any student may be admitted to regular classes for audit by meeting admissions requirements and receiving the approval of the appropriate academic dean

*Subject to change without notice.

or chairman, and by paying an audit fee. The audit fee is the same as the fee charged for registering for credit.

Vehicle Registration Fee

Each student using or parking a motorized vehicle on the College campus or parking lots between 8:00 a.m. and 4:30 p.m. must register the vehicle in the Business Office at the time of registration for classes and pay a \$10.00 vehicle registration fee.

Late Registration Fee

Any student registering after the close of the regular registration period will be charged an additional late registration fee of \$25.00.

Change of Registration Fee

After registration is completed, a fee of \$10.00 is charged for any change of registration (i.e., for each course dropped, added, or modified) not initiated by the College.

Graduation Fee

Candidates for all advanced degrees will pay a graduation fee of \$25.00 which includes the cost of the diploma. The student will also pay the rental of the academic gown, cap, and hood.

Textbooks

All textbooks used in the College are on sale in the Centenary Bookstore located in the Student Union Building.

Transcripts of Credit

Any person who has earned credit may obtain a certified copy of his record, provided he is in good standing with all departments of the College. The first transcript is furnished without charge, and a fee of \$2.00 is charged for each additional transcript.

Parking Fines

Students who receive parking tickets must present the ticket and pay the fine at the Business Office in Hamilton Hall.

FINANCIAL ASSISTANCE

Information concerning availability of loan funds may be obtained from the director of admissions and the director of financial aid.

WITHDRAWAL AND REFUND POLICY

Official withdrawal is the date the student receives the approval of the dean of the College for his withdrawal; and all refunds are based on that date, regardless of the date of last attendance. Withdrawal forms are available at the office of the dean of the College. The completed form bearing the proper signatures must be filed at the registrar's office.

During the fall and spring semester the following policy applies:

1. A service charge of \$25.00 is made for withdrawal even if the student does not attend a class.

2. During the first three weeks after classes begin, three-fourths of the tuition is refunded.
3. After the third week and during the sixth week after classes begin, one-half of the tuition is refunded.
4. After the sixth week of classes, no refunds are given.
5. No refunds are given for the four-week summer courses after the first week of classes.

Board for that part of the semester or summer session which has not been used will be refunded regardless of the date of the official withdrawal; room rent cannot be refunded, however. Students who are separated from the College as the result of disciplinary action forfeit all refund rights.

ACADEMIC REGULATIONS

Graduate students are expected to assume responsibility for becoming fully acquainted with regulations and requirements of the Graduate School.

Grading System

Grades are given at the end of each semester. The grading system includes the letter grades of A, B, C, F and I. A student will not be granted graduate credit for any course in which a grade of less than C is received.

Repeating Courses

A graduate student may repeat a course in which a grade of "C" was earned. The original "C" will remain on the transcript and count toward the total of three for dismissal. The repeated grade will be averaged with the original "C" in grade computation.

Auditing Courses

Students auditing courses will not receive credit nor will they be permitted to take a credit examination on work audited.

Probationary Status and Dismissal

A student who makes below a 3.0 grade point average will be placed on probation, and if he fails to raise that grade point average to at least a 3.0 average in the following semester, he will be dropped from the program.

Students who make more than two grades below a "B" will be dropped from the graduate program.

Withdrawal

Failure to attend classes does not constitute withdrawal. Official withdrawal is the date the student receives the approval of the dean of the College for his withdrawal.

ADMINISTRATION

President	Donald A. Webb B.A., Ohio Wesleyan University; M. Div., Methodist Theological School; Ph.D., Drew University
Vice-President	Darrell M. Loyless B.S., University of Texas; M.A., East Texas State University; Ph.D., The American University
Academic Dean	Dorothy Bird Gwin B.B.A., M.S., East Texas State University; Ed.D., University of Kansas
Registrar	R. Johnson Watts A.B., A.M., Duke University
Director of Admissions and Financial Aid	John Lambert B.A., Centenary College
Business Manager and Comptroller	Jessie W. Outlaw B.S., Woodbury College

GRADUATE COUNCIL

Donald G. Emler, Ed.D.	Assistant Professor of Religion
Joseph D. Garner, Ed.D.	Professor of Education and Chairman of Department
Dorothy Bird Gwin, Ed.D.	Professor and Dean of the College
A. Bradley McPherson, Ph.D.	Associate Professor of Biology and Chairman of the Department
Jeffrey F. Trahan	Associate Professor of Physics, Chairman of the Department, and Holder of the Cornelius D. and Florence Keen Chair of Physics
Warren N. White, Ph.D.	Gus S. Wortham Professor of Engineering

MAGALE LIBRARY

James G. Volny	Director of Library Services B.S., Kent State; M.S.L.S., Western Reserve University
Ella C. Edwards	Reference and Assistant Librarian B.A., Northwestern State College; M.S., Louisiana State University
Kathy Brown	Cataloguer B.A., Louisiana State University-Shreveport; M.L.S., Louisiana State University
Carolyn Garrison	Archivist and Music Librarian B.A., 1976, B.M., 1978, Centenary College of Louisiana; M.L.S., North Texas State University
Anna H. White	Head of Circulation Department B.A., Louisiana Tech University
Nancy E. Middleton	Head of Acquisitions B.S., Centenary College
Mary W. Rademacher	Serials and Exchange Assistant A.L.A., University of Minnesota
Dorothy Hall	Library Aide

MASTER OF BUSINESS ADMINISTRATION

- Delbert William Chumley, Jr. *Professor of Business and Accounting
Program Coordinator*
B.S., Louisiana Tech University, 1955; M.B.A., Southern Methodist University, 1969; Ph.D., University of Arkansas, 1975. (1976)
- Harold Raymond Christensen *Assistant Professor of Economics and
Director of Economic Education Center*
B.A., 1971, M.S., 1975, Ed.D., 1979, Oklahoma State University. (1980)
- Douglas W. Morrill *Assistant Professor of Economics*
A.B., Oberlin College, 1938; A.M., University of Chicago, 1940; Ph.D., Indiana University, 1976. (1977)
- George E. McGovern III *Instructor in Business*
B.A., Louisiana State University, 1971; M.B.A., Mississippi State University, 1974. (1977)
- Louis A. Baker *Lecturer in Business*
B.S., 1954, Centenary College of Louisiana, M.Ed., 1960, Stephen F. Austin State University; Certified Louisiana Real Estate Instructor License and Appraiser, 1964. (1980)
- Jack E. Zahm *Lecturer in Business*
B.B.A., Canisius College, 1953; M.B.A., Louisiana Tech University, 1976. (1977)

Applicants to the master's degree program holding bachelor's degrees from accredited institutions may be admitted to the graduate program if the admission requirements on pages 5-6 are met and personal attributes indicate the ability to pursue advanced study successfully. Some applicants may be admitted conditionally.

Applicants must present evidence of adequate preparation in their undergraduate or graduate work in business, or be willing to complete undergraduate deficiencies. Deficiencies may be satisfied by (a) completion of the prerequisite undergraduate courses at Centenary College, (b) a satisfactory score on a standardized professional test in the subject area, (c) CLEP credit.

Business 203:	Principles of Accounting
Business 204:	Principles of Accounting
Business 321:	Principles of Management
Business 346:	Principles of Marketing
Business 425:	Business Finance
Economics 201:	Principles of Economics
Economics 202:	Principles of Economics
Economics 301:	Statistics
Economics 302:	Statistics
Economics 329:	Money and Banking

The Master of Business Administration Degree at Centenary College requires a minimum of thirty (30) semester hours of graduate work. The student is required to take the following courses for a total of twenty-seven (27) semester hours of work:

Business 501:	Advanced Accounting Theory
Business 502:	Managerial Accounting and Controllershship
Business 511:	Financial Management
Business 512:	Investment Analysis
Business 521:	Business Policy and Decision-Making
Business 533:	Marketing Theory
Business 534:	Marketing Management Seminar
Economics 541:	Microeconomics
Economics 542:	Macroeconomics
Electives:	(3) Three hours

Inasmuch as the program is designed as a night offering, it is anticipated that a graduate student may enroll for a maximum of six semester hours during the regular semester and during the summer session. The student must have earned all credit applied to the Master's degree within six years of the date of the conferral of the degree.

Each student in the graduate program is required to pass a final comprehensive examination covering the areas of his or her study. The examination will be written and will be conducted within one month prior to the date of the conferral of the degree. Only one re-examination will be allowed.

MBA COURSE DESCRIPTIONS

Business 501: Advanced Accounting Theory 3 hours

A study of the development of accounting theory since the mid 1930's. Considers controversial issues and the changing philosophy in developing and formulating accounting principles and financial reporting standards.

Business 502: Managerial Accounting and Controllershship 3 hours

Managerial requirements and uses of accounting information. The function of the controller in management, analysis of financial conformation, flexible budgeting, capital budgeting and breakeven analysis. Analysis of cost-profit-volume relationships, direct costing, historical costs, current cost, and price level adjustment.

Business 503: Accounting Seminar 3 hours

Seminars are offered as the need is determined by the department. No more than three (3) credits in Accounting Seminars may be counted in the graduate program **nor** more than six (6) credits of any combination of the Accounting Seminars or Accounting Independent Studies may be counted in the graduate program.

Business 511: Financial Management 3 hours

The management of financial resources including cash, receivables, inventory, and capital assets along with sources of current and long-term financing of those assets. Emphasis is placed on analytical and decision-making aspects of the financial management function.

Business 512: Investment Analysis 3 hours

An evaluation of capital markets and of analytical techniques useful for security analysis. Emphasis will be placed on the analysis of stocks and bonds in portfolio management.

Business 516: Advanced Real Estate 3 hours

A graduate course designed to enable a person to understand the real estate field, property ownership, and ownership transfers. Current developments in the field are considered.

Business 521: Business Policy and Decision-Making 3 hours

Policy formulation and implementation. Decision-making and coordination in solving management problems in the various functional areas of production, marketing, finance, personnel, and general administration of the enterprise.

Business 522: Seminar in Personnel Management 3 hours

Advanced study of selected topics in personnel administration, emphasis given to those which are of current importance and those which meet specific student needs. Individual and group research projects. Reading, case studies, and discussion with guest speakers.

Business 523: Special Problems in Management 3 hours

Application of concepts and techniques of management to a particular firm or to special problems in one or more firms or establishments, may be individual or by the group. Final written report with recommendations required.

Business 524: Management Information Systems Design 3 hours

The course examines the information flow between various points of decision within functional areas of a variety of organizations. An attempt is made to develop an understanding of the routine information flow and how it can be made more effective and efficient in terms of handling, procession, refining, and dissemination.

Business 525: Management Seminar 3 hours

Investigation and analysis of contemporary management topics of significance to business and non-business organizations.

Business 531: Marketing Problems 3 hours

Use of the case approach to marketing problems involving the retailer, wholesaler, and manufacturer. Channels of distribution, pricing, the product, and the consumer aspects will be stressed.

Business 532: Advanced Consumer Behavior 3 hours

Studies the behavioral facets of the marketing field, including the cultural and social stratification, reference groups, the nature and influence of individual predispositions, the effect of persuasive communication, diffusion of innovations and the learning process.

Business 533: Marketing Theory 3 hours

Study of the theoretical social and economic aspects of distribution. Includes environmental constraints, structure, pricing, product innovations, consumer problems, marketing logistics, and institutions and their interrelationships.

Business 534: Marketing Management Seminar 3 hours

Topical problems will be developed from an industry viewpoint and the firm's marketing activities in relationship to the industry.

Business 540: Independent Study 1-6 hours

A course which permits graduate students to do independent reading and research.

Business 550: Oil and Gas Accounting 3 hours

Accounting for the production, refining, and distribution of oil and gas with emphasis on production.

Business 595: Selected Topics 3 hours

A detailed study of an area of business not normally covered in regular business courses.

Economics 541: Microeconomics 3 hours

Advanced study of price theory, monopoly, oligopoly, competition, income distribution, and other aspects of microeconomic theory.

Economics 542: Macroeconomics 3 hours

Advanced study of economic organizations, economic role of government, national income and product, consumption, investment, saving, fiscal and mone-

tary theory and policy, and other aspects of macroeconomic theory.

Economics 544: Economics Seminar

3 hours

Investigation and analysis of topics of significance to business, labor, and government.

MASTER OF EDUCATION

Joseph D. Garner *Professor of Education and Chairman
of the Department*

B.S., 1949, M.S., 1950, Louisiana State University; Ed.S., Peabody College, 1961; Ed.D., University of Arkansas, 1967. (1967)

Dorothy Bird Gwin *Professor of Education and Psychology
and Dean of the College*

B.B.A., 1954, M.S., 1955, East Texas State University; Ed.D., University of Kansas, 1958. (1967)

Robert N. Hallquist *Professor of Education*

B.M., New England Conservatory of Music, 1950; M.A., Columbia University, 1959; Ed.D., University of Mississippi, 1968. (1967)

Gaius N. Hardaway *Visiting Professor of Education*

B.S., Centenary College, 1949; M.Ed., University of Arkansas, 1954; Ed.D., University of Mississippi, 1969. (1977)

Donald G. Emler *Assistant Professor of Religion*

B.A., University of Missouri at Kansas City, 1960; M.Div., Garrett Theological Seminary, 1963; M.S., 1972, Ed.D., 1973, Indiana University. (1976)

Lecturers in Education:

Evelyn Adams—B.A., Northwestern State College, 1953; M.Ed., Northwestern State College, 1969. (1980)

Martha Anderson—B.A., Baylor University, 1974; M.Ed., Louisiana State University, 1977. (1980)

Rebecca Cox—B.S.E., University of Arkansas, 1972; M.Ed., Louisiana State University, 1979. (1980)

Linda Henderson—B.A., Northeast Louisiana University, 1973; M.Ed., Northeast Louisiana University, 1976. (1980)

Powell Layton—B.S., Southwest Texas State College, 1947; M.S., Southwest Texas State College, 1948; Ed.D., Northeast Louisiana University, 1978. (1978)

Ann Plaisance—B.A., University of Southern Mississippi, 1968; M.A., Northeast Louisiana University. (1981)

Antoinette Price—B.S., Centenary College, 1950; M.Ed., Louisiana State University, 1953; Ed.D., Northwestern State University, 1979. (1980)

Barbara Zimmerman—B.S., Bowling Green State University, 1954; M.S., Wayne State University, 1963; Ph.D., Ohio University, 1968. (1980)

Applicants must fulfill the admission requirements on pages 5-6 of this bulletin.

If a person has a degree in a field other than education and is not certified to teach, he may enroll in Master of Education courses while completing certification requirements at Centenary. The student must be within twelve hours of completing undergraduate work in order to enroll concurrently in courses at the master's level.

Maximum Course Load

A graduate student may enroll for a maximum of twelve semester hours in a regular semester and twelve semester hours in a summer term, six hours per session.

Admission to Candidacy

Admission to a graduate program does not admit a student to candidacy for a degree in education. To be eligible for admission to candidacy for the master's degree, a student must:

1. Have achieved regular graduate student status
2. Have had a degree plan approved
3. Have completed a minimum of twelve semester hours of graduate work at Centenary
4. Have earned a "B" average on all graduate work pursued
5. Have presented evidence of teacher certification

Upon the recommendation of the student's adviser and with the approval of the chairman of the Education Department, formal admission to candidacy will be granted by vote of the Graduate Education Faculty.

Comprehensive Final Examination

Each candidate for the master's degree in education will be required to pass a comprehensive final examination covering areas of the student's major and minor fields of study. A written examination will be conducted at least four weeks before the date on which the degree is planned to be conferred. The Graduate Education Faculty will evaluate comprehensive final examinations.

On an original examination, a decision to pass must be unanimous; otherwise, the student is conditioned or failed. A decision to fail must be by majority. If the committee reports that the student has failed, there will be no re-examination. A re-examination will be required to remove any conditions that the examining committee imposes upon the student; only one such re-examination will be permitted. The re-examination will be permitted no sooner than the following semester or summer session. The chairman of the Education Department will set the time for re-examination. On a re-examination by the original committee, the decision to pass must be unanimous; otherwise, the student has failed.

Tuition Reimbursement for Teachers

The Louisiana Legislature passed a bill in the 1978 session enabling teachers to receive reimbursement for graduate courses taken. State Department forms are available in each principal's office.

If you are included as a staff member on your school's annual report, and the courses you wish to take are a part of a degree plan, certification in an additional field, or an expansion of current certification, you qualify for tuition exemption. Your principal can inform you of necessary procedures prior to College registration.

PROGRAM DESCRIPTIONS

Elementary School Administration

Completion of a minimum of 33 semester hours of graduate credit to include:

- A. Nine semester hours of educational administration and instructional supervision as follows:

505 — School Administration (includes elementary and secondary principalship)

538 — Elementary School Supervision

560 — Foundations and Theory of Educational Administration

- B. Twenty-one semester hours of professional education as follows:

Eighteen semester hours in professional education to include:

501 — Educational Research and Statistics

506 — School Law

532 — Elementary School Curriculum

563 — Philosophy of Education

565 — School Personnel Administration

566 — School Finance

Three semester hours of electives in educational administration from:

507 — School Plant and Facilities

564 — School-Community Relations

568 — Program Development and Evaluation

- C. Three semester hours from:

533 — Internship in Elementary School Educational Administration (one semester), or

534 — Clinical Supervision (Practicum) shall be one semester during the first year of service as principal or assistant principal, or

535 — Clinical Supervision (Practicum) in elementary school administration (one semester).

Secondary School Administration

Completion of a minimum of 33 semester hours of graduate credit to include:

- A. Nine semester hours of educational administration and instructional supervision as follows:

505 — School Administration (includes elementary and secondary principalship)

548 — Secondary School Supervision

560 — Foundations and Theory of Educational Administration

- B. Twenty-one semester hours of professional education as follows:

Eighteen semester hours in professional education to include:

501 — Educational Research and Statistics

506 — School Law

542 — Secondary School Curriculum

563 — Philosophy of Education

565 — School Personnel Administration

566 — School Finance

Three semester hours of electives in educational administration from:
507 — School Plant and Facilities
564 — School-Community Relations
568 — Program Development and Evaluation

C. Three semester hours from:

- 543 — Internship in Secondary School Educational Administration (one semester), or
- 544 — Clinical Supervision (Practicum) shall be one semester during the first year of service as principal or assistant principal, or
- 545 — Clinical Supervision (Practicum) in secondary school administration (one semester).

Supervisor of Instruction

Completion of a minimum of 33 semester hours of graduate credit to include:

A. Fifteen semester hours in educational administration and supervision as follows:

- 532 — Elementary School Curriculum
- 538 — Elementary School Supervision
- 542 — Secondary School Curriculum
- 548 — Secondary School Supervision
- 560 — Foundations and Theory of Educational Administration

B. Fifteen semester hours of professional education as follows:

- 501 — Educational Research and Statistics
- 506 — School Law
- 510 — Measurement in Education
- 563 — Philosophy of Education
- 568 — Program Development and Evaluation

C. Three semester hours to be selected from:

- 573 — Internship in Instructional Supervision, or
 - 574 — Practicum in Instructional Supervision
- Education 533, 535, 543, or 545 may be substituted for Education 573 or 574.

Elementary Education

Completion of a minimum of 33 semester hours of graduate credit to include:

A. Twenty-one semester hours as follows:

- 501 — Educational Research and Statistics
- 509 — Human Relations in Educational Change
- 510 — Testing and Measurement
- 513 — Interpersonal Communication
- 514 — Foundations of Reading Instruction
- 521 — Exceptional Children—Learning, Physical and Emotional Handicaps
- 532 — Elementary School Curriculum

B. Three semester hours from:

- 511 — Improvement of the Teaching of Elementary Language Arts and Social Studies
- 512 — Improvement of the Teaching of Elementary Mathematics and Science

C. Nine semester hours of electives in graduate education courses will meet the requirements of the master's degree.

D. In designing your program in elementary education to best suit your needs, some latitude in courses is possible.

Reading Specialist Certification

If Education 514, 515, 516 and 517 are completed, the student will be certified as a Reading Specialist. Selective enrollment may be used in courses leading to Reading Specialist Certification.

M. Ed. COURSE DESCRIPTIONS

501: Educational Research and Statistics 3 hours

The nature of scientific thinking, techniques of research design, planning and evaluation. Statistical methods used in the study of educational problems.

503: Contemporary Problems in Education—Independent Study 3 hours

An advanced course dealing with special problems in the different fields of education. Student will choose a problem, explore and critically appraise significant research and current development germane to the problem. Students may take no more than two courses.

504: Supervision of Student Teaching 3 hours

Principles and techniques of supervision; emphasis on evaluation procedures.

505: School Administration 3 hours

Duties and responsibilities of the elementary school and secondary school principal in areas of organization, leadership, administration, and supervision; principal's professional growth and his relationship to school, teachers, and patrons.

506: School Law 3 hours

Local, state and federal statutory, constitutional and case laws, rulings and opinions affecting education; legal rights and responsibilities of school personnel.

507: School Plant and Facilities 3 hours

Buildings, grounds, and equipment and their significance to the educational program.

509: Human Relations in Educational Change 3 hours

Love, empathy, humor, understanding, and sensitivity as they apply to administrator, teacher, non-professional personnel, and student.

510: Testing and Measurements 3 hours

Theory, principles, and evaluation of various types of tests. Emphasis on both teacher-made and standardized tests.

511: Improvement of the Teaching of Elementary Language Arts and Social Studies 3 hours

Study of methods, literature, curricula, materials, and research in the teaching of language arts and social studies. Emphasis on innovation.

512: Improvement of the Teaching of Elementary Mathematics and Science 3 hours

Study of methods, literature, curricula, materials, and research in the teaching of mathematics and science. Emphasis on innovation.

513: Interpersonal Communication 3 hours

Knowledge and skills of behavior generally applicable to face-to-face communication, one's own unique style of communication, group and organizational factors which affect that communication. Teacher-student, teacher-teacher, teacher-parent, and teacher-administrator situations are stressed.

514: Foundations of Reading Instruction **3 hours**

A survey of principles and practices, methods and materials for devising, organizing, and implementing effective reading programs in all grades.

515: Diagnosis and Correction of Reading Difficulties **3 hours**

Prerequisite: Education 514. Causes of reading disabilities; observation and interview procedures; diagnostic instruments; standard and informal tests; report writing; materials and methods of instruction.

516: Clinical Practicum in Reading **3 hours**

Prerequisites: Education 514 and 515. Designed to be an integral part of Education 515 in which students diagnose and treat reading disability cases under supervision. Course designed for three hours practicum in the morning (516) and two hours classwork in the afternoon (515). May be taken concurrently with Education 515.

517: Linguistics: Historical, Geographical, and Structural **3 hours**

An introduction to the scientific study of language; the nature of language structure; how languages are alike and how they differ.

521: Exceptional Children—Learning, Physical and Emotional Handicaps **3 hours**

Understanding and working with pupils with handicaps; legislation, history and development, current literature, identifying characteristics, and organizational and instructional patterns and strategies.

532: Elementary School Curriculum **3 hours**

A study and evaluation of elementary school curriculum, theory, and design, including recent curriculum developments.

533: Internship in Elementary School Administration **3 hours**

Observation and participation in all facets of administration of an elementary school; conferences and observations with central office personnel; observation of central office operations; seminars and supervision by college faculty. Normally taken by persons on leave or assigned by central office instructional division. (One semester.)

534: Clinical Supervision in Elementary School Administration (Practicum) **3 hours**

On-the-job training during one semester of the first year of service as principal or assistant principal of an elementary school; central office conferences and observations; seminars and supervision by college faculty.

535: Clinical Supervision in Elementary School Administration (Practicum) **3 hours**

Supervised observation and experiences under the direction of an outstanding principal. Experiences will encompass all facets of administering an elementary school, observing central office personnel and operations, and seminars and supervision by college faculty. Normally taken by persons with released time from a portion of the teaching day, usually one-half day. (One semester.)

538: Elementary School Supervision **3 hours**

Principles, techniques, procedures, and instruments used in supervision of instructional and auxiliary services in the elementary school.

542: Secondary School Curriculum **3 hours**

A study and evaluation of secondary school curriculum, theory, and design, including recent curriculum developments.

543: Internship in Secondary School Administration **3 hours**

Observation and participation in all facets of administration of a secondary school; conferences and observations with central office personnel; observation of central office operations; seminars and supervision by college faculty. Normally taken by persons on leave or assigned by central office instructional division. (One semester.)

544: Clinical Supervision in Secondary School Administration (Practicum) 3 hours

On-the-job training during one semester of the first year of service as principal or assistant principal of a secondary school; central office conferences and observations; seminars and supervision by college faculty.

545: Clinical Supervision in Secondary School Administration (Practicum) 3 hours

Supervised observation and experiences under the direction of an outstanding principal. Experiences will encompass all facets of administering a secondary school, observing central office personnel and operations, and seminars and supervision by college faculty. Normally taken by persons with released time from a portion of the teaching day, usually one-half day. (One semester.)

548: Secondary School Supervision 3 hours

Principles, techniques, procedures, and instruments used in supervision of instructional and auxiliary services in the secondary school.

551: Foundations of Nursery School and Kindergarten Education 3 hours

The development of pre-school education; growth and development characteristics of very young children; providing an environment for learning; and organizing and administering programs and services.

552: Methods and Curriculum of Early Childhood Education 3 hours

The objectives of nursery school and kindergarten education; curricula and methods in language development, communication skills, science, social living, numbers, music, art, dramatic play, and other readiness experiences.

553: Practicum in Nursery School Education 3 hours

Supervised observation and teaching internship experiences in programs for nursery school children. Development of teaching competencies appropriate to instructional activities.

560: Foundations and Theory of Educational Administration 3 hours

An examination of foundations and administrative theories and their application to educational administration in public school systems.

563: Philosophy of Education 3 hours

A study of the current philosophies of education, with attention and emphasis to their impact on solutions to problems in American education.

564: School-Community Relations 3 hours

A study of techniques and practices in building successful public relations programs. Emphasis will be placed on research and design of successful programs.

565: School Personnel Administration 3 hours

A study of personnel theory and management and the interrelationship of the individual, the organization, and the educational process. A major purpose of the course is to conceptualize and practice key interpersonal leadership skills.

566: School Finance 3 hours

A survey of financial and business management in public education, with emphasis on the study of budgeting and accounting procedures and of state, local, and federal sources of revenue.

568: Program Development and Evaluation 3 hours

A comprehensive study of procedures and methods in securing information for the development, alteration, approval, and implementation of curriculum programs.

573: Internship in Instructional Supervision**3 hours**

Observation and participation in all aspects of supervision in elementary and secondary schools under the direction of outstanding supervisors. Experiences will encompass central office personnel and operations appropriate to supervisory activities, and seminars and supervision by college faculty. Normally taken by persons on leave or assigned by central office instructional division. (One semester.)

574: Practicum in Instructional Supervision**3 hours**

On-the-job training during one semester of the first year of service as a supervisor or released time for a portion of the teaching day, usually one-half day. Experiences will include observation and participation in all aspects of supervision in elementary and secondary schools; observing central office personnel and operations appropriate to supervisory activities; and seminars and supervision by college faculty. (One semester.)

595: Selected Topics**3 hours**

A detailed study of an area in education not normally covered in regular education courses. On demand.

ACADEMIC CALENDAR 1981-82**Fall Semester, 1981**

Pre-registration Faculty Conference	9:00 a.m.-4:30 p.m. . .	August 28
Dorms open for new students	10:00 a.m.	August 29
Orientation		August 29-30
Dorms open for returning students	1:00 p.m.	August 30
New student advising; registration for pre- registered students and graduate students	8:30 a.m.-6:30 p.m. . .	August 31
Registration for all others	9:00 a.m.-4:00 p.m.	Sept. 1
Class work begins	8:20 a.m.	Sept. 2
Labor Day Holiday		Sept. 7
Last day for enrolling, adding courses or changing sections		Sept. 17
Mid-semester grades due	Noon	Oct. 23
Last day for dropping courses or changing enrollment status		Nov. 4
Pre-registration		Nov. 16-24
Thanksgiving recess begins	2:10 p.m.	Nov. 25
Thanksgiving recess ends	8:20 a.m.	Nov. 30
Dead Week		Dec. 7-11
Class work ends; last day for removing incomplete grades from preceding semester		Dec. 11
Semester exams		Dec. 14-18
Dorms close	5:00 p.m.	Dec. 19

Interim, 1982

Interim registration		Sept. 8-Nov. 24
Dorms open	1:00 p.m.	Jan. 5
Class work begins		Jan. 6

Last day for enrolling or changing sections	Jan. 9
Last day for dropping courses	Jan. 16
Class work ends	Jan. 26
Dorms close	5:00 p.m. Jan. 27
Interim grades due	Noon Feb. 9

Spring Semester, 1982

Dorms open	1:00 p.m. Jan. 31
Registration	8:30 a.m.-6:30 p.m. Feb. 1
Class work begins	8:20 a.m. Feb. 2
Last day for enrolling, adding courses or changing sections	Feb. 18
Mid-semester grades due	Noon March 19
Last day for dropping courses or changing enrollment status	March 31
Spring recess begins	2:10 p.m. April 2
Spring recess ends	8:20 a.m. April 13
Pre-registration	April 14-22
Dead Week	May 13-18
Class work ends; last day for removing incomplete grades from preceding semester	May 18
Senior grades due	4:00 p.m. May 18
Study Day	May 19
Semester exams	May 20-25
Baccalaureate and Commencement	May 23
Dorms close	5:00 p.m. May 26

Summer Session, 1982

Dorms open	1:00 p.m. June 13
Registration	June 14
Four-week courses meeting 1 hr., 55 min. daily	(A) June 15-July 9 (B) July 12-Aug. 6
Eight-week courses meeting 55 min. daily	June 15-Aug. 6
Nine-week courses	June 15-Aug. 13
Independence Day Holiday	July 5
Last day for enrolling or changing sections	
June 15-July 9 courses	June 18
July 12-Aug. 6 courses	July 16
Eight- and nine-week courses	June 22
Last day for dropping courses or changing enrollment status	
June 15-July 9 courses	June 23
July 12-Aug. 6 courses	July 20
Eight- and nine-week courses	July 1
Dorms close	5:00 p.m. Aug. 14

ACADEMIC CALENDAR 1982-83

Fall Semester, 1982

Pre-registration Faculty Conference	9:00 a.m.-4:30 p.m.	Aug. 27
Dorms open for new students	10:00 a.m.	Aug. 29
Orientation		Aug. 28-29
Dorms open for returning students	1:00 p.m.	Aug. 29
New student advising; registration for pre- registered students and graduate students	8:30 a.m.-6:30 p.m.	Aug. 30
Registration for all others	9:00 a.m.-4:00 p.m.	Aug. 31
Class work begins	8:20 a.m.	Sept. 1
Labor Day Holiday		Sept. 6
Last day for enrolling, adding courses, or changing sections		Sept. 16
Mid-semester grades due	Noon	Oct. 22
Last day for dropping courses or changing enrollment status		Nov. 3
Pre-registration		Nov. 15-23
Thanksgiving recess begins	2:10 p.m.	Nov. 24
Thanksgiving recess ends	8:20 a.m.	Nov. 29
Dead Week		Dec. 6-10
Class work ends; last day for removing incomplete grades from preceding semester		Dec. 10
Semester exams		Dec. 13-17
Dorms close	5:00 p.m.	Dec. 18

Interim, 1983

Interim registration		Sept. 7-Nov. 23
Dorms open	1:00 p.m.	Jan. 4
Class work begins		Jan. 5
Last day for enrolling or changing sections		Jan. 8
Last day for dropping courses		Jan. 15
Class work ends		Jan. 25
Dorms close	5:00 p.m.	Jan. 27
Interim grades due	Noon	Feb. 8

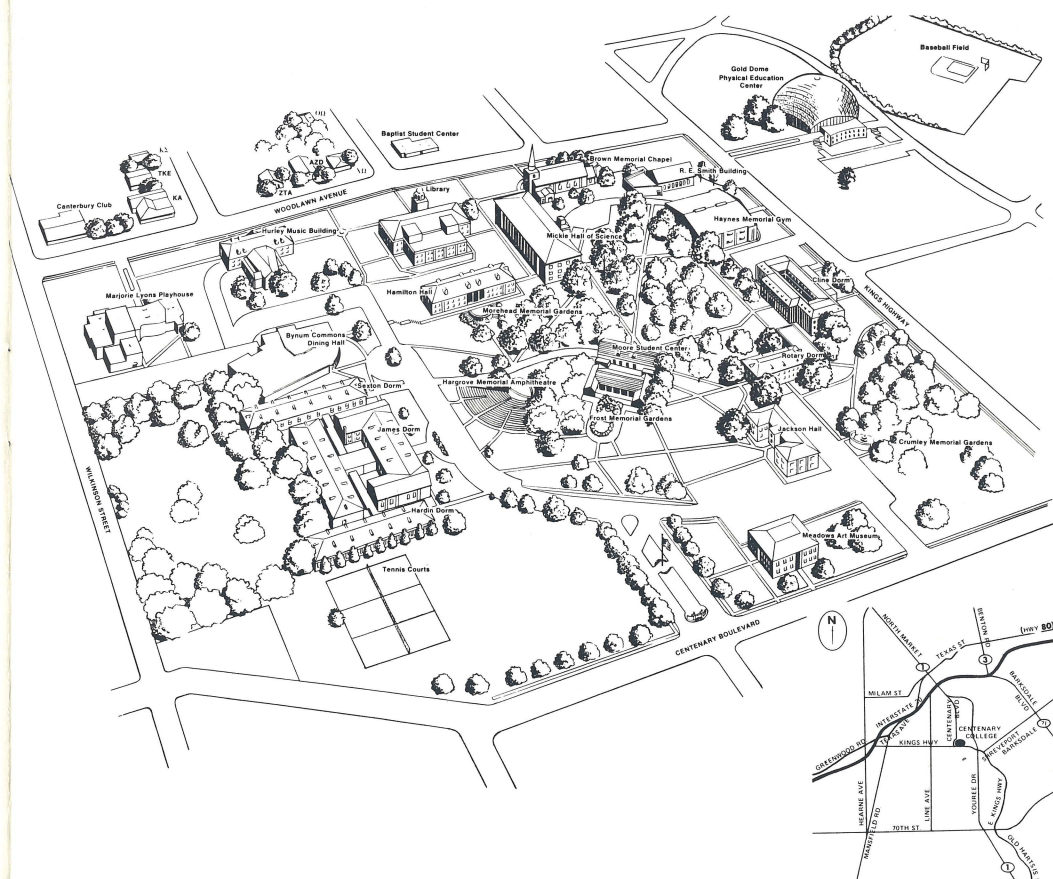
Spring Semester, 1983

Dorms open	1:00 p.m.	Jan. 30
Registration	8:30 a.m.-6:30 p.m.	Jan. 31
Class work begins	8:20 a.m.	Feb. 1
Last day for enrolling, adding courses or changing sections		Feb. 17
Mid-semester grades due	Noon	March 18
Last day for dropping courses or changing enrollment status		March 23
Spring recess begins	2:10 p.m.	March 25
Spring recess ends	8:20 a.m.	April 5
Pre-registration		April 13-21
Dead Week		May 12-17

Class work ends; last day for removing incomplete grades from preceding semester		May 17
Senior grades due	4:00 p.m.	May 17
Study Day		May 18
Semester examinations		May 19-24
Baccalaureate and Commencement		May 22
Dorms close	5:00 p.m.	May 25

Summer Session, 1983

Dorms open	1:00 p.m.	June 12
Registration		June 13
Four-week courses meeting 1 hr., 55 min. daily		(A) June 14-July 8 (B) July 11-Aug. 5
Eight-week courses meeting 55 min. daily		June 14-Aug. 5
Nine-week courses		June 14-Aug. 12
Independence Day Holiday		July 4
Last day for enrolling, adding courses or changing sections		
June 14-July 8 courses		June 17
July 11-Aug. 5 courses		July 15
Eight- and nine-week courses		June 21
Last day for dropping courses or changing enrollment status		
June 14-July 8 courses		June 22
July 11-Aug. 5 courses		July 19
Eight- and nine-week courses		June 30
Dorms close	5:00 p.m.	Aug. 13



The campus is located on sixty-five attractively landscaped acres two miles south of downtown Shreveport, Louisiana.

For additional information and application forms, contact:

Admissions Office (318) 869-5131
 Centenary College of Louisiana
 P O. Box 4188
 Shreveport, Louisiana 71104

School of Business (318) 869-5141
 Department of Education (318) 869-5224
 Dean of the College (318) 869-5104
 Registrar (318) 869-5146

